



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

Headmaster
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27th January 2017

Dear Parents

Humanities Trip 2017

Please find attached two forms requesting advanced passenger information and medical consent for our trip. I would be very grateful if you would complete the forms and return them to the front office by no later than Friday 3rd February.

I intend using the medical / dietary information, currently held on the School's database, along with all the contact telephone numbers you have provided the School with. Should you feel that any of the information may no longer be relevant or requires updating, I should be most grateful if you would contact Mrs Sarah Windle prepsec@townclose.com as soon as possible. This is particularly important should telephone numbers (including emergency phone numbers) have changed. Equally, it is vital that we are aware of any changes to your child's medical history or dietary requirements.

May I remind you of the importance of an up-to-date European Health Insurance Card (EHIC). These are free and can be ordered online at ehic.org.uk. Please ignore any sites who wish to charge you. Your child must also have a valid passport and I urge you to check their expiry date!

I will be writing to you again after half- term with a great deal of practical information regarding the trip along with details of our exciting itinerary. Once you have had time to digest the contents of my letter you may have some queries so I will be holding a 'briefing' session for parents on Monday 27th February at 4.15pm in the Read Hall. This will be followed by an opportunity for parents to pop into my classroom, between 4.40pm to 5.30pm, for a 'private' chat if you have anything you would like to discuss regarding the trip and your child.

With best wishes

Yours sincerely

Richard Kendrick